



**ADDENDUM  
CITY OF AUSTIN, TEXAS**

---

**RFP 8300 EAD3012**

**Addendum No: 1**

**Date of Addendum 6/24/2020**

---

This addendum is to incorporate the following changes to the above-referenced solicitation.

**1.0     Questions:**

- Q1. Are there elements of the existing process that AFD values and wants incorporated into the proposed solution?
- A1. Section 2.1 Background, and Section 3.1.1 Recommended Solution in the Scope of Work describe the elements of the existing process that AFD considers critical.
- Q2. The RFP states that AFD is looking for innovative concepts in assessing candidates' skills that are more inviting for the recruit and AFD hopes to improve the experience for the test taker. What aspects of the process does AFD want improved upon to enhance the candidate experience and are there other opportunities for improvement with the current process?
- A2. AFD currently runs hundreds of candidates through the process in large groups which can be intimidating, especially for first-time and/or non-traditional applicants. AFD hopes to make all test-takers more comfortable so they perform at their best. AFD is looking for the experts to provide their insight regarding opportunities for improvement.
- Q3. The RFP references a "confirmatory job analysis." When did the last job analysis occur, what steps were included, and what were the results? Will the selected Contractor be able to speak with and/or collect data from City of Austin job experts (i.e., Firefighter incumbents and supervisors) as part of the confirmatory job analysis?
- A3. A job analysis was conducted by the current Contractor prior to the start of the 2019 hiring cycle and the results belong to the current Contractor. The selected Contractor will be able to meet and collect data from AFD job experts.
- Q4. What is the tolerance for conducting a more thorough job analysis (e.g., conducting site visits, administering a job analysis survey) if the selected Contractor deems it necessary?
- A4. AFD understands the importance of this task and will provide assistance coordinating resources so that the selected Contractor can conduct a thorough job analysis. The only mitigating factor that would limit these activities would be restrictions based on COVID-19 transmission.
- Q5. What constructs are being measured at each stage in the existing assessment process?
- A5. Section 3.1.1 of the Scope of Work provides examples of the constructs. The Job Analysis would further define that list.
- Q6. Is AFD seeking strictly an off-the-shelf tool(s), or is an assessment customized to AFD an option? If AFD is seeking an off-the-shelf tool, are you open to a local validation study if a validity transportability study isn't feasible?
- A6. Either option will be considered and AFD is open to a local validation study if a validity transportability study isn't feasible.
- Q7. To help better understand the initial screening process, is it possible to receive a copy of a blank Fire Cadet application?
- A7. The Fire Cadet Application has not been updated for the 2021 process. Reviewing the information at the AFD recruiting website might provide the information being requested.  
[www.JoinAFD.com](http://www.JoinAFD.com).



- Q8. What minimum qualifications are used to screen the initial pool of applicants and identify those eligible to proceed to the written exam?  
A8. Please review the information at [www.JoinAFD.com](http://www.JoinAFD.com).
- Q9. What type of structured interview is currently used?  
A9. See Section 3.1.1 in the Scope of Work.
- Q10. How many evaluators interview each candidate?  
A10. None, it's videotaped.
- Q11. How is the interview scored?  
A11. See Section 3.1.4 in the Scope of Work.
- Q12. What was the reason for administering both the written test and structured interviews to all 1,800 candidates?  
A12. Using a cut-score is difficult to defend in court.
- Q13. Is the City opposed to a process where only candidates who pass the cognitive exam would be invited to participate in the oral exam?  
A13. Not opposed if "passing" is defensible.
- Q14. How were the written test and structured interview scores combined and used to identify the 200 candidates invited to complete the physical ability test, the medical exam, and the psychological evaluation? Was there a cut-off score on the individual components or the combined score across the two assessments? Were the combined scores rank-ordered?  
A14. Combined score and rank-ordered.
- Q15. How many computers are available for candidates to use during test administration?  
A15. None.
- Q16. How many candidates are assessed concurrently during written test administration?  
A16. See Section 2.1 in the Scope of Work.
- Q17. How many days did it take to administer assessments to all 1,800 candidates?  
A17. Two days.
- Q18. How many candidates are assessed concurrently during the oral exam?  
A18. Groups of 100-150 arrive at specific intervals for check-in and move through stations in the process. It is possible to have up to 500 candidates moving through different stages on the same campus at the same time.
- Q19. How many days did it take to administer oral exams to all 1,800 candidates?  
A19. Two to three days.
- Q20. Were all candidates included on the hiring list invited to participate in the training academy? If not, on what basis were individuals on the list prioritized?  
A20. AFD uses the rank-ordered hiring list created by the selected Contractor to coordinate groups of 100-200 candidates going through the assessments described in Section 3.2.3 in the Scope of Work.
- Q21. Do you anticipate hiring needs to change due to COVID-19?  
A21. The next hiring cycle will begin in May 2021. If COVID-19 transmission is not mitigated by that time, AFD will need to make adjustments.



- Q22. Are there any anticipated changes to the hiring process due to COVID-19, such as online testing?  
A22. AFD has not discussed potential changes to the 2021 process based on the pandemic. Changes would be done in consultation with the selected Contractor.
- Q23. What type of performance ratings or data is currently collected or tracked for both the academy and on the job? Would this information be available for use in a validation study?  
A23. AFD has extensive documentation of cadet and probationary firefighter performance evaluation. This information would be available to the selected Contractor for a validation study.
- Q24. Is there an established process for reviewing the adverse impact of the assessment process? Are there any reporting requirements in that regard (e.g., to the DOJ)?  
A24. AFD has an established process for reviewing adverse impact in the hiring process. AFD was under a DOJ consent agreement that was lifted last year.

2.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced solicitation.

ACKNOWLEDGED BY:

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**RETURN A COPY OF THIS ADDENDUM**  
**to the Purchasing Office, City of Austin, Texas *with your Offer*.**  
**Failure to do so may constitute grounds for rejection of your Offer.**